

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1210.18

7/20/89

SUBJ: AIR TRAFFIC PLANNED MEETINGS/CONFERENCES (RIS: AT 1210-1)

1. **PURPOSE.** This order establishes a system to identify upcoming meetings and conferences scheduled by Washington offices/services and regional meetings at which attendance by air traffic managers is desired. It will also identify industry meetings/conferences which are of interest to air traffic managers.

2. **DISTRIBUTION.** This order is distributed to regional administrators and center directors, division level in Washington offices and services, branch level in Washington and regional air traffic offices, and the FAA Academy.

3. **BACKGROUND.** In an effort to keep air traffic management officials apprised of upcoming meetings/conferences which may be of interest to them and to assist the air traffic complex in its planning efforts, a system for reporting meetings and conferences is needed. This system will identify those meetings and conferences at which attendance by air traffic management officials is desired.

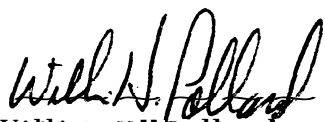
4. **AIR TRAFFIC PLANNED MEETINGS/CONFERENCES (RIS: AT 1210-1).**

a. Offices scheduling meetings/conferences requiring participation by Washington air traffic division managers and above, or regional air traffic division managers are requested to advise the Executive Staff, **MT-10**, **ATTN: Administrative and Management Support Branch, MT-13**, of the dates, location, subject of meeting/conference (spell out all abbreviations), attendees, meeting contact point, routing symbol and telephone number. Also include any planned attendance at industry-sponsored meetings/conferences,

b. This report is due **15** days prior to the end of each quarter. We encourage the identification of meetings/conferences planned beyond the **3-month** timeframe even if specific dates/locations are not yet known.

c. In order to assure the timely release of this information? we will assume a negative response if reports are not received by the due date.

d. **MT-10** will submit a quarterly listing of meetings/conferences to all air traffic offices. If there are any corrections or additions to the quarterly listing, changes may be phoned in to **AAA-T3** on **FTS 267-9115**.


William H.H. Pollard
Associate Administrator
for Air Traffic

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Initiated By: **MT-13**

